



## TEST DAY COMPLIANCE PROCEDURE

All clubs/schools in the Section shall follow the rules, timelines, guidelines, checklists and procedures for test days as they are described in the Skate Canada Rule Book and the Section Test Administration Procedures.

Every effort will be made to educate and inform the club/schools volunteers regarding test day practices and procedures. Test Days cannot be offered without the assistance of volunteers in our clubs/schools and the Section office and Officials Committee representatives are available to provide assistance on test day procedures.

Any concern regarding a compliance issue with the Skate Canada rules and procedures and as outlined in the Section Test Administrative Procedures, shall be handled in the following manner:

1. Test Day concern may be submitted in writing to the Section Test Administrator. Concern may be submitted by any Skate Canada member. For example: Evaluator, Club Test Chair, Region High Test Coordinator, Coach, club/school member)
2. The Section Test Administrator reviews the details and determines the type of follow-up required. This step may include, contacting the respective club test chairs for information and ensuring that the club has the most current version of the Section Test Administration Procedures. Consultation with the Officials Coordinating Committee may be required as a resource.
3. Upon review of any compliance issue or rule violation, the Section Test Administrator may forward the concern to the Section Evaluator/Judges Representative for follow-up.

Depending on the severity of the compliance issue or rule violation, clubs may be in jeopardy of having test days restricted.

A compliance issue or rule violation may only be determined by the Section Test Administrator in coordination with the Evaluator/Judges Representative.

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